



TEMPORARY OPENING

(Exam #16-007T)

(LT) WATER CONSERVATION TECHNICIAN

Salary Range: \$5,437 to \$6,609

Expected Duration: 6 to 18 months

Online applications must be received by the Recruitment Division by
Friday, January 29, 2016 by 4:30 p.m.

THE POSITION

East Bay Municipal Utility District (EBMUD) invites qualified individuals to apply for this (LT) Limited Term (approximate duration 6 to 18 months) Water Conservation Technician position in the Water Conservation Division. The Water Conservation Technician conducts routine residential water audits, distributes water saving devices and educational material and provides basic water conservation advice to consumers; assists water conservation public relations efforts including setting up and staffing information booths and educational exhibits; provides administrative and clerical support including compiling and maintaining program data; and performs other related work as needed.

Typical responsibilities may include:

- Visits to customer premises to conduct routine water audits explaining to customers how to detect leaks by reading their water meters, reviewing water use patterns, surveying type, number, and condition of water using fixtures and appliances, testing water pressure, flushing volumes and faucet flow rates, assessing landscape water use, and recommending general irrigation schedules; distributes water saving devices and educational brochures and other materials; documents the results of water audits on prescribed data collection forms.
- Assists customers in the investigation of reported water use problems and calls or refers customers to other appropriate EBMUD offices when services other than water conservation advice are required.
- Tracks and responds to reports of water waste by notifying customer of reported problems and makes recommendations on how to eliminate unwanted water waste; may make recommendations for discontinuance of service in extreme cases.
- Sets up and staffs water conservation information booths and educational exhibits at community and professional events; assists in setting up permanent water conservation displays at EBMUD facilities; distributes water savings devices and written materials to nurseries, libraries, and businesses throughout EBMUD's service area.
- Provides administrative support to the water conservation program including assisting in answering telephones and responding to walk-in customer inquiries, keeping inventory control records of water saving devices and educational material on hand, maintaining a warehouse supply of books, brochures and other water conservation materials; prepares monthly reports of materials distributed; and provides regular updates to the water conservation database.
- Maintains a daily log of activities, field audits, and responses including addresses visited, arrival and departure times, customers and people contacted, specific events and circumstances observed and the results of contacts.
- Performs related duties and responsibilities as required, including customer account queries.

REQUIREMENTS

1. Completion of the twelfth grade or its equivalent; **and either:**
 - 2a. Two years of office or field experience in which a major responsibility was the explanation and interpretation or procedures, programs or policies to the public; **or**
 - 2b. Two years of meter reading experience; **or**
 - 2c. 24 college level semester units in ornamental horticulture, landscape design or related field.
3. Must possess a California driver's license and have a satisfactory driving record.
4. Must be physically capable of performing the critical and important duties of the class, including sufficient agility to climb stairs and sufficient strength to move residential water meter covers as required to take reading. Must be willing to work overtime as needed.

Desirable candidate will have skills in:

- Performing basic statistical analysis on consumption data, including trend analysis and forecasting.
- Performing software requirements gathering, writing specifications documents and basic QA test processes on new and existing applications; routine use of MS Office software including Word, Excel and Power Point.

TO APPLY

Visit www.ebmud.com to submit your EBMUD application online by Friday, January 29, 2016. Only application materials submitted online during the filing period will be accepted. Application materials faxed, mailed or delivered to EBMUD will not be accepted. It is your responsibility to clearly specify your experience. Applicants presenting the best combination of job-related qualifications will be reviewed for further consideration. NOTE: The recruitment for this temporary position will not result in the establishment of a civil service list.

EBMUD is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.